

COMHELTACWINGPACINST 5216.1E
N1
28 Mar 03

COMHELTACWINGPAC INSTRUCTION 5216.1E

From: Commander, Helicopter Tactical Wing, U.S. Pacific Fleet

Subj: STANDARD DISTRIBUTION LISTS

Encl: (1) COMHELTACWINGPAC Distribution Lists

1. Purpose. To publish standard lists for the distribution of directives and correspondence applicable to COMHELTACWINGPAC activities.

2. Cancellation. COMHELTACWINGPACINST 5216.1D

3. Policy

a. Directives and correspondence will be distributed using enclosure (1). The originator of each directive is responsible for ensuring distribution is correct and limited to those activities with action and/or need to know. Proposed distributions will be reviewed by the Staff Administrative Officer (Code N1) and change recommendations will be made where appropriate.

b. It is the responsibility of parent squadrons to ensure detachments receive copies of applicable instructions and notices.

c. Recommendations for changes to the distribution list and request for additional copies must be made in writing to COMHELTACWINGPAC (Code N1).



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Distribution:
List I, II, III, IV and V

COMHELTACWINGPAC DISTRIBUTION LISTSList I - Internal Distribution

<u>Code</u>	<u>Departmental Officer</u>	<u>Number of Copies</u>
N00	Commodore	1
N01	Chief Staff Officer	1
N001	Command Master Chief	1
N1	Admin Officer	1
N3	Operations Officer	1
N4	Maintenance Officer	1
N45	Safety Officer	1
Total		7

List II - Squadrons

<u>Squadron</u>	<u>Number of Copies</u>
HC-3	2
HC-5	2
HC-11	2
Total	6

List III - Other Commands

<u>Command</u>	<u>Number of Copies</u>
COMNAVAIRPAC San Diego CA	1
COMHELTACWINGLANT	1
COMHSLWINGPAC (HSL)	1
COMHSWINGPAC (HS)	1
COMSEACONTROLWINGPAC (VS)	1
COMHELWINGRES	1
H-60R/S FLEET INTRODUCTION TEAM	1
NAS North Island	1
Total	8

List IV - Maintenance Support

<u>Command</u>	<u>Number of Copies</u>
NAS Whidbey Island, WA	1
NAS Fallon, NV	1
PACMISRANFAC (PMRF), BARKING SANDS, HI	1
NSWC FALLON, NV	1
NAS LEMOORE, CA	1
Total	5

List V - Navy Program Support

<u>Command</u>	<u>Number of copies</u>
HMT 303	1
TOTAL	1